



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

IMPA-FRA-ZA

6 January 2006

MEMORANDUM FOR See Distribution

SUBJECT: Policy Letter Authorizing Single Soldiers (Grade E-5) to Reside Off Post (Policy #05-02)

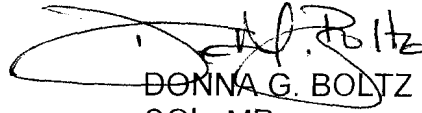
1. The purpose of this memorandum is to establish a policy for single Soldiers in the grade of E-5 to reside off post.
2. AR 210-50, paragraph 3-36, authorizes the Installation Commander or his designee to approve single Soldiers in the grades of E-6 and below to reside off post when adequate housing is not available and military necessity is not a factor. The regulation in paragraph 5-2b(1a) states "The goal for each installation is a utilization rate of 95% for adequate housing."
3. Sergeants desiring to reside off post must submit a written request, to their Chain of Command. Once request is approved in writing by a Company Commander or higher in their chain of command, the Soldier should hand carry the request to the Housing Office with the following attachments:
  - a. DD1746, Application for Assignment to Housing.
  - b. A complete set of orders and amendments assigning the Soldier to the command.
  - c. A copy of the Soldier's latest Leave and Earning Statement (LES).
4. Once the commander's approval has been granted Soldiers are required to take the written approval to the Community Homefinding, Relocation and Referral Services (CHRRS) Office located in the Housing Office. Soldiers should not enter into any rental/lease agreement prior to their Commander's approval to reside off post and processing through the Housing Office.
5. A copy of the rental/lease agreement must be provided to the Unaccompanied Personnel Housing (UPH) Manager at the Housing Office to be issued a Certificate of Non-Availability (CNA) with start date of the lease as the effective date. A copy of the CNA will be taken to the Finance Office to start BAH.

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6. This policy will remain in effect until rescinded.

7. Point of contact for this policy at Fort Richardson is Ms. Teen Davis, Housing Division Chief, 384-0133 and at Fort Wainwright is Ms. Mae Harrell, FWA Housing Chief, 353-1696.



DONNA G. BOLTZ  
COL, MP  
Commanding

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